City of Seattle

Landlord/ Owner/ Agent Application

Instructions to enroll in online Landlords and Owner Agents (LOA) service:
• Complete all fields on enrollment application. • Email is required to access this online service. Email is the user id. • Print and sign declaration to comply with the Fair and Accurate Credit Transaction Act (FACT Act). • Email completed and signed form as an attachment to SCL_LOA@seattle.gov • Each individual will need to enroll separately to obtain their own User password.

Landlord / Owner Agent Information:

Landlord / Owner Agent Name: _____

Landlord / Owner Agent Mailing Address: _____

_____

Email Address: _____

Company / Property Name: _____

_____

Primary Contact Ph # _____ Secondary Contact Ph# _____

I (print name) _____ declare under penalty of perjury under the laws of the State of Washington that I am the owner or agent of properties for which I will submit requests to open/close/transfer accounts online.

I will verify identities of all tenants that I establish electric accounts in compliance with the Federal Trade Commission Red Flag Rules and the City of Seattle's Identity Theft Prevention Program.

I certify that the information I provide is accurate and complete and that I may be subject to criminal prosecution if I have knowingly given false or misleading information.

_____ _____ _____

Signature of Owner/Agent City Date

Failure to complete and sign this form will delay your application approval process.